

TOWN OF DUNDEE

DEPARTMENT OF HUMAN RESOURCES

Position Description

POSITION TITLE:	Stormwater Service Worker I
DEPARTMENT:	Public Works
SALARY RANGE:	\$13.00 - \$15.00
HOURS PER WEEK:	Full Time/40 Hours
BENEFIT ELIGIBILITY:	Full Benefits

JOB SUMMARY

Under general supervision, the Stormwater Service Worker I performs entry-level tasks in the installation, maintenance, cleaning, inspection, and repair of the open and closed stormwater conveyance systems, streets, curb, gutter, and related material appurtenances.

ESSENTIAL DUTIES

Essential duties may include, but are not limited to, the following:

1. Assists, supports, and participates in the many phases of the Stormwater Maintenance Division's installation, maintenance, cleaning, inspection, and repair activities; performs hands-on tasks requiring limited technical skill.
2. Removes dirt, concrete, asphalt, and other materials; digs ditches for laying pipe by use of a trenching machine, backhoe, or manually; participates in the various lining and laying of pipes.
3. Repairs, fixes, and replaces broken or leaking gravity storm sewer lines and sub-drains; repairs, replaces and builds new stormwater manholes.
4. Loads, stacks, organizes, and carries pipe; operate a flatbed truck, dump truck, air hammer, chop saw, chain saw, weed eater, concrete mixer, and other equipment.
5. Cleans, paints, and maintains inlets, headwalls, and surrounding areas; cuts and removes vegetation and debris from ditches, creeks, ponds, and lakes.
6. Performs routine maintenance work in the warehouse and equipment yard; ensures all equipment is fully operational to support the work responsibilities of the position; reports unsafe or irreparable equipment when identified.
7. Reads and interprets repair and construction plans; uses GIS and atlas to locate and repair various stormwater structures.
8. Wears and uses proper personal protective equipment; performs all tasks within safety standards and adheres to safety regulations and protocols.
9. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

- A valid State driver's license is required.
- This position requires the ability to obtain and maintain a Class B CDL with necessary endorsements based on the area of assignment within One (1) year of hire date.
- This position is required to operate the below equipment, machines, tools, and other work aides:
Hammers, tape measure, wrenches, shovel, rake, pruners, transit and levels, Johnson bar, screwdrivers, concrete tools, chain saw, weed eater, drills, circular saw, cut saw, skill saw, compactors, pumps, generators, truck, van, forklift, front-end loader, dump truck, forklift, high-pressure cleaning equipment, remote control camera, and

other power and manual tools and equipment required to perform the work including proper personal protective gear.

- Basic computer skills for communicating via email and for utilizing the Town's intranet system and GIS to obtain information are highly desirable and are necessary skills to learn before qualifying for internal promotional opportunities.

Education and Experience

- High School Diploma, High School Equivalency Diploma, or G.E.D. Certificate.
- One (1) year of experience as a semi-skilled laborer in the maintenance or construction field; OR an equivalent combination of education, training, and experience may be considered.

KNOWLEDGE, SKILLS & ABILITIES

- Common hand and power tools
- Pipes and fittings
- General maintenance of stormwater apparatus and areas
- Department policies and protocols
- Reading and interpreting operating manuals
- Applying the principles, methods, materials, and equipment for stormwater construction
- Learning the basic principles of civil engineering
- Operating various motorized equipment
- Reading and interpreting atlases, plans, and specifications
- Performing mathematical problems with speed and accuracy
- Establishing and maintaining good relationships
- Dealing tactfully with the public
- Operating a computer with general proficiency
- The above is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

The Town of Dundee is an equal opportunity employer committed to an alcohol/drug-free workplace and to providing equal opportunities regardless of age, race, color, gender, religion, national origin, marital status, veteran status, disability, or any other legally protected status.

I acknowledge that I have read and understood the above job description in its entirety and am capable of performing all the stated requirements.